



Call for Exhibitors

November 14, 2005

Dear Potential Exhibitor:

We invite you to participate as an exhibitor at the first annual Michigan Adult Education & Training Conference, which will be held March 20–23, 2006 at the Radisson Plaza Hotel at Kalamazoo Center. The theme of the conference is *“Reaching Out, Changing Lives”*. The primary purpose of this event is to encourage adult educators to share their professional successes and best practices in order to improve the quality of adult education and training in Michigan.

This conference is a great opportunity for you to make connections with Michigan’s public school systems, literacy councils, community colleges and workforce development organizations. More than 500 Michigan adult educators, administrators, counselors, corrections educators and literacy volunteers are expected to attend. The exhibit schedule (below) is designed to maximize your visibility and guarantee a high level of traffic at your exhibit by providing you with an outstanding opportunity to showcase your products and services.

Showcase your organization’s commitment to adult education and training in Michigan by participating as an exhibitor! We look forward to meeting you at the conference.

Sincerely,

Dianne M. Duthie, State Director
Office of Adult Education and Spanish-Speaking Affairs

Exhibitor Schedule:

Tuesday March 21, 2006

- 8:30 a.m. – 2:30 p.m. Exhibitor check-in and set-up
- 3:30 p.m. – 6:00 p.m. Exhibits open
- 3:30 p.m. – 5:30 p.m. Two-hour block for attendees to visit exhibits (no breakout sessions)
- 5:30 p.m. – 7:30 p.m. Reception sponsored by exhibitors

Wednesday, March 22, 2006

- 8:00 a.m. – 5:30 p.m. Exhibits open
- 3:30 p.m. – 5:30 p.m. Two-hour block for attendees to visit exhibits (no breakout sessions)
- 5:30 p.m. Exhibits close

Exhibitor Registration:

The registration fee for exhibitors is \$395 and includes a single 8’ display table, an electrical outlet (only) and one exhibit representative registration. Additional exhibit representatives may register for \$175. Additional 8’ display table space may be purchased for \$175. See the enclosed exhibitor registration form for details.

Reserve your exhibit space as soon as possible as availability is limited! After we receive your registration, we will forward a confirmation letter and information concerning shipping and making hotel reservations. If you have any questions, please contact Jackie Hohenstein at 800-292-1606 ext. 5, fax: 517 432-2391 or e-mail hohenst1@msu.edu.

Sponsorship Opportunities:

Conference sponsorships are available at a variety of levels and benefits. Or you may consider sponsoring a keynote speaker or a conference meal. Contact John Radford at (800) 292–1606 ext. 7 for additional information.



Exhibitor Registration Form

Fax to: (517) 432-2931 or register online at www.mccte.msu.edu

Name of Exhibitor: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Please provide a brief description of your materials or services:

Please choose from the exhibit options below:

- ____ 1. **\$395.00** – one 8' exhibit table and electrical outlet (only)
Exhibit table includes registration for one exhibit facilitator
Additional exhibit facilitators may attend at a cost of \$175.00 each
- ____ 2. **\$175.00** – per additional 8' exhibit table
- ____ 3. **\$175.00** – per additional exhibit facilitator
- ____ Total Payment

Payment Specifications: (Please indicate method of payment.)

☐ **Personal Check**

☐ **Business Check**

(Please make checks payable to Michigan State University)

☐ **Credit Card**

Type: _____ Number: _____ Exp: _____ 3 Digit Security Code: _____

Name as it appears on credit card: _____

Billing address for credit card: _____

City: _____ State: _____ Zip: _____

Are you interested in sponsorship opportunities? _____ Yes _____ No

Please return completed form with payment to:

Michigan Center for Career and Technical Education
1405 S. Harrison Road, Suite B-15, Michigan State University, East Lansing, MI 48824
Phone: (800) 292-1606 ext 5 • Fax: (517) 432-2931
E-mail: hohenst1@msu.edu